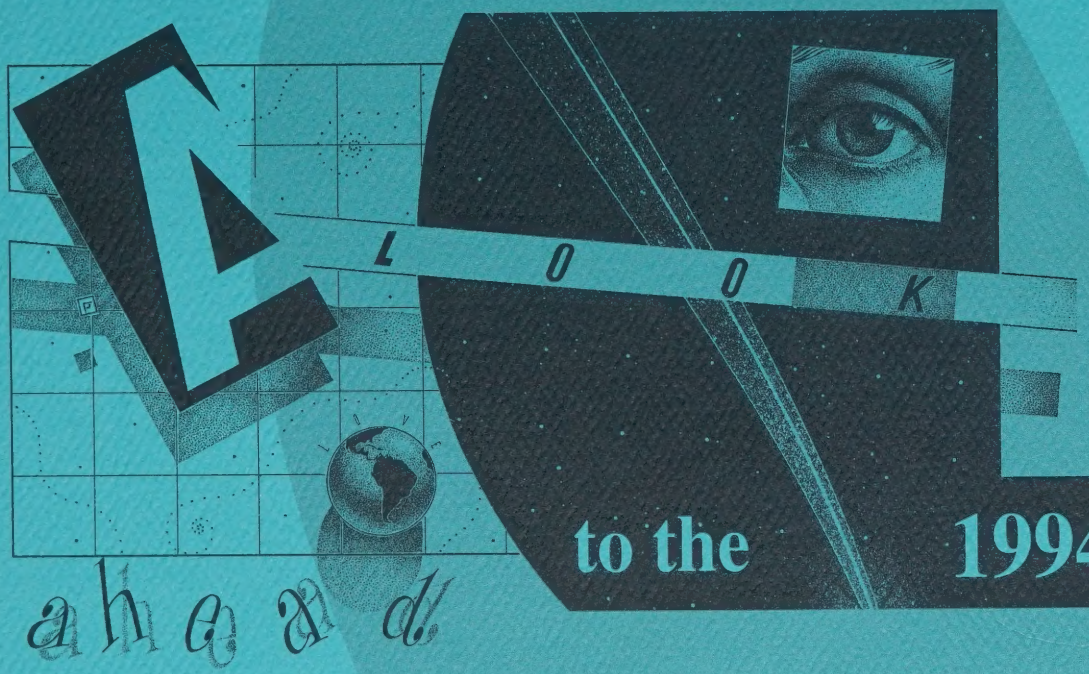
STUDENT HANDBOOK & CALENDAR



Name _____

Curriculum _____

Advisor _____

Office Location _____

Phone # _____

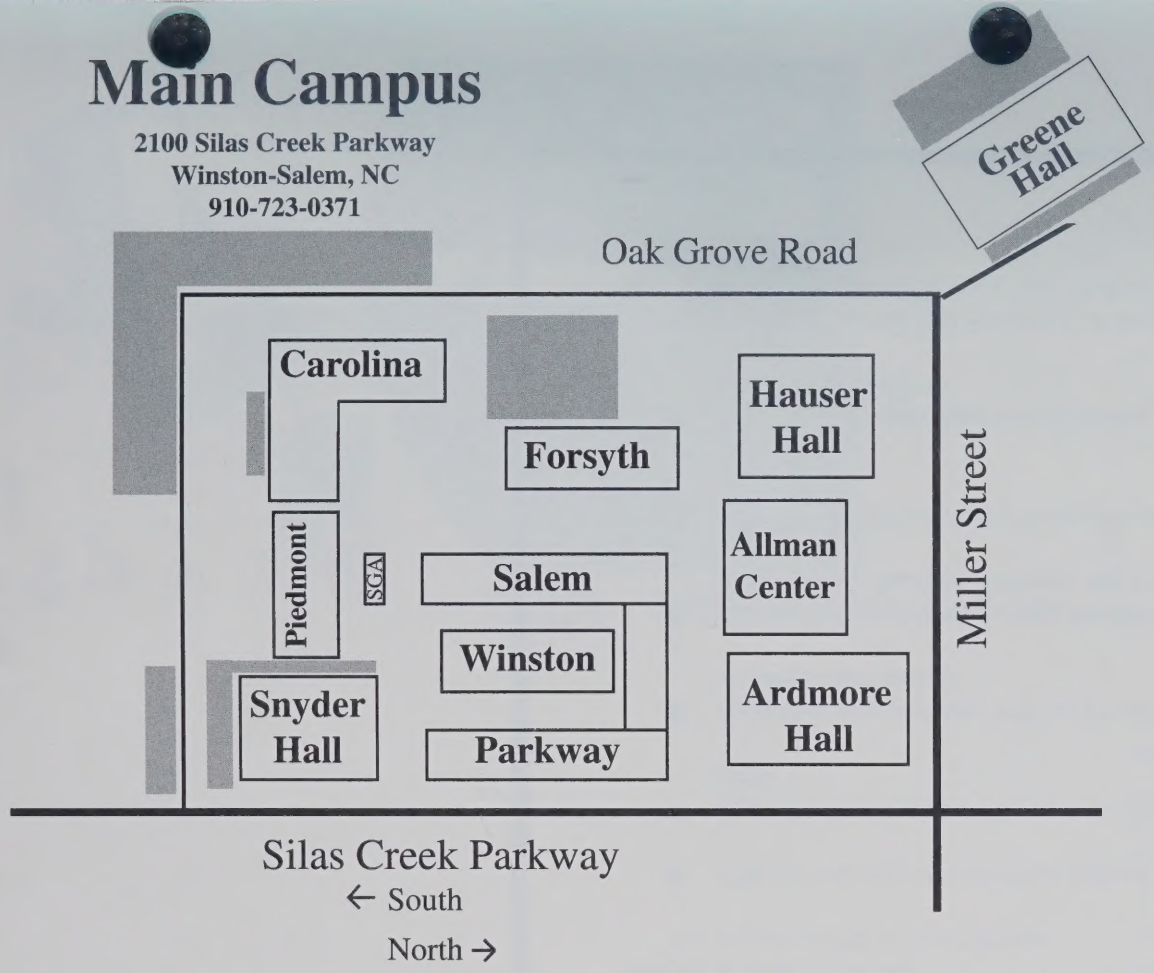
to the 1994 - 1995 Academic Year

FORSYTH
TECHNICAL COMMUNITY COLLEGE
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5150
910-723-0371

Notes:

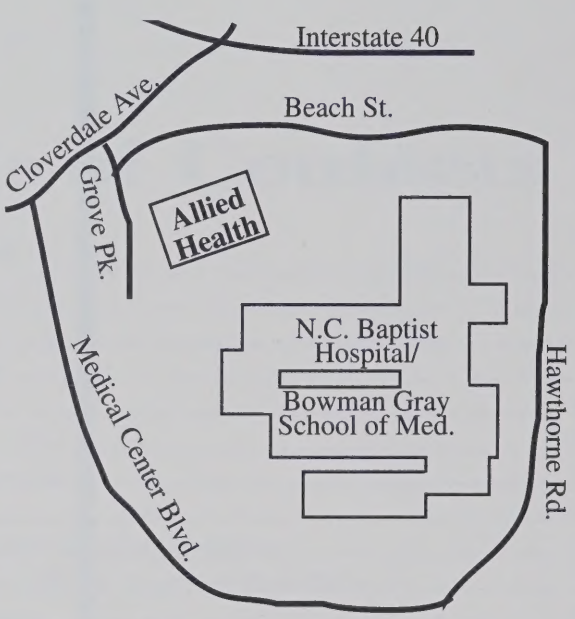
Main Campus

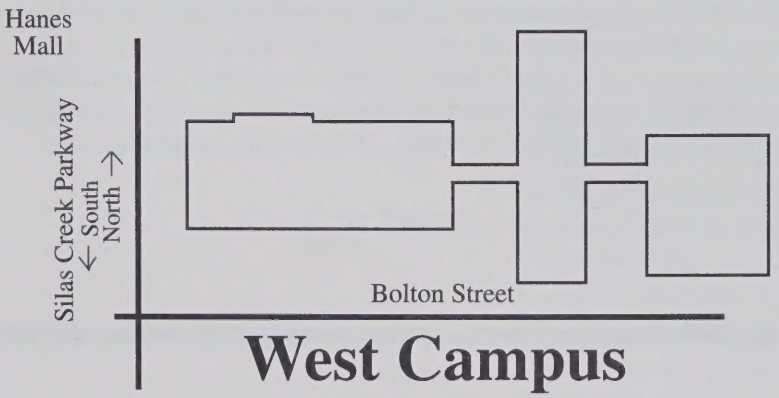
2100 Silas Creek Parkway
Winston-Salem, NC
910-723-0371



Allied Health

1990 Beach Street
Winston-Salem, NC
910-723-0371





West Campus

1300 Bolton Street
Winston-Salem, NC
910-760-2373

Student Parking

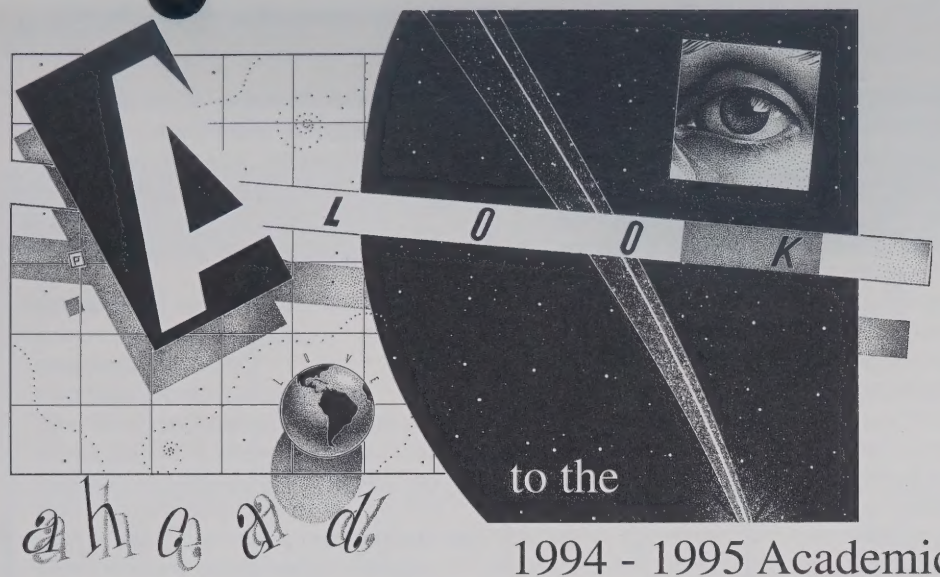
Purpose

Forsyth Technical Community College is an open-door institution which offers adults the opportunities for learning that lead to gainful employment and effective community membership.

FTCC is dedicated to providing these opportunities through education and training in college transfer, vocational/technical, and continuing education areas.

The purpose of FTCC is to provide:

- effective teaching and academic support services for adults.
- opportunities for adults who need to master basic education skills.
- vocational education and training for adults who are preparing to enter skilled trades.
- technical education and training for adults wishing to enter occupations in business, industry, and health services.
- technical, vocational, and self-improvement courses for adults.
- education for adults who wish to further their schooling at four-year institutions.
- employee training and retraining for business and industry in response to changing economic conditions.



1994 - 1995 Academic Year

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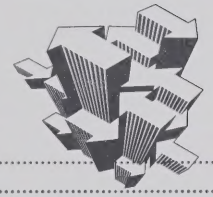
All information in this publication is subject to change without notice.

Where Do I Go If I. . .



Academic Questions	*Who to See*	*Where to Go*	*Phone**
...need to determine my **academic standing**?	Records Office	Allman Center 106	472
...want to **audit a course**?	Academic Advisor		
...**can't start a course** as assigned?	Course Instructor		
...want to take a **continuing education** course?	Registration Center	West Campus	760-2373
...want to **change curriculums**?	Admissions Office	Allman Center 123	253
...have a concern about **a course grade**?	Academic Dean		
...need my **grade point refigured**?	Academic Advisor		
...need to determine if I **meet graduation requirements**?	Academic Advisor or		
	Records Office	Allman Center 106	472
...need an **intent to graduate form**?	Records Office	Allman Center 106	472
...am having **problems with my classes**?	Counseling Center	Allman Center 164	226
...have questions about **academic probation**?	Academic Advisor		
...want to take a **proficiency test**?	Academic Advisor		
...need a **transcript of my grades?**	Records Office	Allman Center 106	472
...need **tutoring**?	ILC	Allman Center 213	365
...want to **withdraw from a course or from school**?	Counseling Center or Records Office	Allman Center 164 or 106	226 or 472
or			
Financial Questions			
...need **financial aid**?	Financial Aid Office	Allman Center 148	235
...need **financial assistance for child care**?	Child Care/WINS	Allman Center 147	233
...want to **apply for a scholarship**?	Financial Aid Office	Allman Center 148	235
...want to apply for a **tuition refund**?	Records Office	Allman Center 106	472
...need help in getting my **veterans benefits**?	Financial Aid Office	Allman Center 148	235
Other Student Questions			
...want to get involved in **campus activities** or run for an **SGA office**?	SGA Office	Carolina Annex	326
...have a question about **campus security**?	Public Safety	Snyder Hall 6014	243
...need to report a **change of name or address**?	Records Office	Allman Center 106	472
...need help in **choosing a career**?	Counseling Center	Allman Center 164	226
...need **tips on interviewing, finding a job**, and **preparing a resume**?	Employment Assistance Center	Allman Center 150	343
...have a **flat tire** or **locked my keys** in my car?	Public Safety	Snyder Hall 6014	243
...need special **help due to a disability**?	Counseling Center	Allman Center 383	383
...need information about **housing**?	Counseling Center	Allman Center 164	226
...need **health services**?	Public Safety	Snyder Hall 6014	243
...want to see the **job listings**?	Employment Assistance Center	Allman Center 150	343
...**lost or found** something on campus?	Information Desk	Allman Center	
	Library	Allied Health Bldg.	291
	Public Safety	Snyder Hall 6014	243
	Registration Center	West Campus.	760-2373
...want to **appeal an FTCC parking ticket**?	Public Safety	Snyder Hall 6014	243
...want to **pay an FTCC parking ticket**?	Business Office	Ardmore Hall	210
...need help with a **personal problem**?	Counseling Center	Allman Center 164	226
...want to appeal my **residency status**?	Admissions Office	Allman Center 123	253

* If dialing from the Allied Health Building, you must first dial 9.

Notes:

August 1994

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:	1	2	3	4	5	6
7	8	9 Last Day of Classes	10	11	12 Graduation	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Registration for Fall Quarter	31	Notes:		

Additional Registration & Drop/Add for Currently Enrolled Students

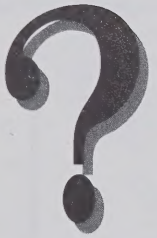
July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

What Do We Mean by



To help you with words used by FTCC faculty and staff, here is a list of frequently used terms and their definitions.

***Academic standing*:** Entering students must earn a grade point average (GPA) of 2.0 by the end of their first quarter and maintain a GPA of 2.0 thereafter.

***Accreditation*:** Various professional agencies appoint teams of evaluators who periodically study Forsyth Tech's programs and services to assure that they meet standards of quality and are relevant to the college's purpose.

***Adult Continuing Education*:** This division provides non-credit courses for citizens who are 18 years old or older. The opportunities are based on individual need and previous educational achievement.

***Advisor*:** A person who approves the selection of courses for your chosen field of study and is usually a faculty member or counselor in the Counseling Center.

***Associate in Applied Science*:** A two-year technical degree that prepares you for the job market.

***Associate in Arts*:** A two-year college transfer program that concentrates on humanities and social sciences for those planning to continue in a bachelor's degree program in a senior college.

***Associate in Science*:** A two-year college transfer program that concentrates on mathematics and physical sciences for those planning to continue in a bachelor's degree program in a senior college.

***Audit*:** A course for which you pay tuition and fees but do not receive credit. An Audit Request Form is available in the Counseling Center or from the appropriate division dean.

***Catalog*:** The publication you can get in the Admissions Office that contains almost everything you need to know about FTCC and its programs.

***Certificate*:** A program of study generally requiring one year or less of course work.

***Contact hours*:** The actual number of hours in class per week, per course.

***Counselor*:** A person who provides you with personal, academic, vocational, and career counseling. (723-0371 ext. 226, Allman Center)

***Credit hours*:** Every class is worth a value called a credit hour. Every degree, diploma and certificate program requires you to take a certain number of credit hours.

***Cumulative grade point average (GPA)*:** The average of your grades for all classes taken at FTCC. It is calculated by adding all completed quality points and dividing by the number of credit hours taken.

***Curriculum*:** The program of courses required to receive a degree, diploma or certificate in your chosen area of study.

***Diploma*:** **Vocational** programs that usually take four quarters to complete. Courses are not designed to transfer to a 4-year school.

Adult High School is a program that allows adults to complete high school courses and credits for an Adult High School diploma.

GED - Persons who have not completed high school may choose to take a series of tests that correspond to most high school curricula to determine if they qualify for a high school equivalency diploma.

***Division*:** An academic area within the college. FTCC has five: Arts and Sciences, Business Technologies, Continuing Education, Engineering Technologies, and Health Technologies.

***Drop / Add*:** When you adjust your schedule by dropping courses you registered for, but no longer wish to take, and/or adding other courses. The Drop/Add period is limited and is indicated on the calendar.

***Electives / Unrestricted Electives*:** A course which is not specifically named in your curriculum, but is required to graduate. Check with your academic advisor before choosing an elective.

***Financial aid*:** Grants (monies given to students through the federal and state government), scholarships, and student loans are available to qualified students to help you meet your educational expenses.

***Full-time student*:** A student who is taking a least 12 credit hours. A student who is registered for 11 credit hours or fewer in one quarter is a part-time student.

***Independent study*:** A credit course, allowed only in special circumstances, in which you work individually with a faculty member. (See FTCC Catalog, 1993-94 for more information.)

***Plagiarize*:** This occurs when you use ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

Practicum: A course that offers hands-on experience in the workplace.

Prerequisites: Preliminary skills, knowledge or other courses which are required before your enrollment in a particular course. Prerequisites are listed by course and course description in the catalog. Descriptions are alphabetized by course prefix.

***Pretechnical program*:** This program offers a series of courses for preparation, remediation, and academic guidance if you do not meet the entrance requirements for the curriculum of your choice. (See FTCC Catalog, 1993-94, p. 92, for more information.)

***Probation*:** You are placed on academic probation when your GPA falls below 2.0.

***Proficiency test*:** You may, under certain conditions, take an exam and receive credit for a course without having taken the course. You will not receive a grade, just the credit hours. (See FTCC Catalog, 1993-94, p.26, for more information.)

***SGA - Student Government Association*:** You can get involved in SGA activities by contacting the Student Activities facilitator in the Carolina Annex.

***Special credit student*:** A student who is taking one or more curriculum credit courses, but who is not yet enrolled in a specific curriculum.

***Student activity fee*:** The fee you pay every quarter that covers activities, (cookouts, dances, etc.) part of graduation expenses, and the student newspaper.

***Transcript*:** A printed record of every course you've taken at FTCC and the grades you've received. An official transcript is stamped with the seal of the college. Transcripts are obtained, at a cost of $2.00, from the Records Office.

Tuition credit: If you withdraw from a course, your tuition, in specific situations, can be credited to your account for future use.

***Workstudy*:** A federally supported program through which students, primarily from low-income families, are given preference for part-time employment on campus.

Note: Check current catalog for detailed information.

Notes:

1994 September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Labor Day 5 Rosh Hashanah 6	Notes:			1	2	3
4	5 **Labor Day (Holiday)**	6 **First Day of Classes** **Drop/Add**	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 SGA FALL FESTIVAL	22	23	24
25	26	27	28 **Dixie Classic Fair Ticket Sales Begin**	29	30	Notes:

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Academics

Academic Policies and Procedures

This section contains important information on all aspects of academics at Forsyth Technical Community College. Read it carefully and keep your calendar handy in case you need this information.

Advisors/Advisees

The advisor/advisee program is intended to help you during your study at FTCC. You are assigned a curriculum advisor who will help you pick the correct classes for each registration. Your advisor will have office hours posted so that if you need answers to questions or solutions to academic problems, you will have a personal contact. Your advisor will also help you with registration by checking your previous grades, making sure you've met prerequisites, and, **most important, signing your registration card**. You are totally responsible for contacting your advisor and getting the proper signature for registration. All discussions with your advisor are confidential.

Class Attendance

You are expected to attend all class, laboratory, shop, practicum, and/or clinical experience sessions. If

you miss a session for any reason, you are fully responsible for letting your instructor know why you were absent. Remember that you will have missed instruction, assigned work, testing, or other assignments during your absence. Your instructor will expect you to catch up!

If you are tardy for class, your instructor is allowed to count the tardy toward your total absences. Be sure to talk with your instructor if special circumstances cause repeated tardiness.

Some curriculums have special class attendance. If you are in one of these, you will receive a written notice of the attendance rules by the second class period.

No passing grade will be issued for a course if, for whatever reason, you have been absent 25 percent of the total possible class time per course per quarter.

Your instructor can drop you from the class roll if you are absent (or absent and tardy) for more than:

- three (3) hours of class (Note that this would be three, 50-minute sessions or two, 75-minute sessions or one, 3-hour session);
- two (2) practicum (shop, lab, or clinical experience) sessions which meet for two (2) or more hours;
- two (2) hours of class and one (1) practicum (shop, lab, or clinical experience) session which meet for two (2) or more hours.

* If a class and a practicum (shop, lab, or clinical experience) meet consecutively, each session missed will be counted as an absence.

It is **always** your responsibility to satisfy the instructor that you should be kept on the roll if you have missed more than the allowed absences. **NEVER** assume that an instructor will excuse an absence.

If you miss 25 percent or more of the total class time, regardless of reason, you will not be given a passing grade in that course. Ask your instructor if you do not understand how to figure the 25 percent mark. Attendance begins on the first session of class, regardless of when you registered, enrolled, or actually attended, and ends on the last session of class.

Grading System

Listed below are the number and letter grades used at FTCC. An example of how to figure your grade point average (GPA) is given on page 7.

Number Grade	Letter Grade	Number of GP's earned per qtr. hr.
94-100	A	4
86-93	B	3
78-85	C	2
70-77	D	1
Below 70	F	0
*WP	Withdraw passing	0
*WF	Withdraw failing	0
W	Withdraw by 18th class day ▼	0
I	Incomplete**	0
Y	Audit***	0

* You may **NOT** withdraw after the 50th day of the quarter without permission of your instructor.

** **A grade of incomplete** is given only if you have a valid reason for not completing all required work and if you have talked with your instructor before the end of the quarter. There are many rules and restrictions for an incomplete, so see your instructor immediately. An incomplete is not automatically given just because you fail to complete an assignment or a test.

*** **Auditing a class** means you pay tuition and fees but you **do not get credit, hours, or a grade** for the class. If you need review of course content before taking a class for credit, auditing may be a good choice for you. When auditing, you should do all the reading and work, just as you would if you were getting credit.

▼ This policy is under review and subject to change.

You'll need a special form to audit a class. Go to the Counseling Center or to the appropriate division dean. You must get the form (with required signatures) to the Records Office before drop/add is over. Once you elect to audit, you may not change your mind past the last day of drop/add.

Notes:

1994 October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Columbus Day 10 Daylight Saving Time ends 30 Halloween 31						1
2	3	4	5	6	7	8
9	10	11	12	13 Last Day to Drop Without Penalty	14	15
16	17	18	19	20	21 Federal Pell Grant Balance & FSEOG Disbursement	22
23/30	24/31 SGA Halloween Blood Drive	25 Winter Quarter Schedules Available on Campus	26	27	28	29

Example of How to Figure Your GPA

Assume your quarter grades are:

	Credit hours		Grade points		Total points
B in Oral Communications (3-hr. class)	3	x	3	=	9
C in Business Math (5-hr. class)	5	x	2	=	10
A in Economics I (3-hr. class)	3	x	4	=	12
	11				31

Divide 31 by 11 and you get 2.81 GPA for the quarter.

Course Repeat Rule

If you fail any required course in your curriculum, you must repeat it until you pass; otherwise, you cannot receive a degree, diploma, or certificate. If you fail a course in your major, you should see your academic advisor immediately. If that person is not available, see a counselor in the Counseling Center.

The last grade you earn on a repeat course, whether F or higher, will be your official grade and will be used to figure your GPA. A grade of **W** or **WP** will not be considered a repeat grade. A grade of **WF will** be considered a repeat grade.

Academic Standing/Probation

Any time your cumulative GPA drops below 2.0, you are placed on academic probation. That means you are given until the end of the next quarter to raise the average back to a 2.0. If you fail to reach the 2.0 level by the end of the next quarter, an Academic Review Committee will review your record. The committee may reduce the number of credit hours you can take; they may require you to repeat courses in which you earned low grades; or they may drop you from your curriculum.

Appeal of Academic Review Committee

If you want to appeal the decision of the Academic Review Committee, **you must write the dean of your division within 24 hours of receiving notification.**

The dean will convene the division Academic Appeals Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify you, the department chairperson, and the advisor in writing.

Appeal Concerning a Grade (Academic Appeal)

If you want to appeal a course grade, you **must write the appropriate division dean within 24 hours after receiving your quarter grades**. The dean will convene the division Academic Appeals Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify the student, the department chairperson, and the advisor in writing.

Honors and Awards

Any student who has earned a cumulative grade point average of 4.00 at FTCC will be granted a diploma or degree with High Honors. Any student who has earned a grade point average of 3.50 or above will be granted a diploma or degree with Honors. A seal of recognition will be placed on the student's degree or diploma, and the student's transcript will be noted to reflect this achievement. To be eligible for Honors or High Honors, at least 32 quarter hours must be completed at FTCC for those students enrolled in an associate degree program, and at least 16 quarter hours must be completed at FTCC for those students enrolled in a diploma program. Only graduates in curriculums leading to a degree or diploma qualify for this academic recognition. Graduates of the curriculums leading to a certificate of completion do not qualify.

Quarterly Honors

President's List

At the end of each quarter, a President's Honors List recognizes those students with a quarterly 4.00 GPA. To be eligible for the President's Honors List, students;

a) must be approved and enrolled in a curriculum, excluding Pretechnical students, special credit students, and certificate students.
b) must earn a quarterly 4.00 GPA on a minimum of 8 credit hours of curriculum courses. The formula used to calculate 4.00 excludes the following grades: W, WP, Y.
c) must have completed all course work for the quarter. Students with grades of "I" will not be eligible.

Deans' List

The Deans' List recognizes those students with a quarterly grade point average of 3.50 to 3.99. To be eligible for the Deans' List, students:

a) must be approved and enrolled in a curriculum, excluding Pretechnical students, special credit students, and certificate students.
b) must earn a 3.50 or above GPA on a minimum of 8 credit hours of curriculum courses. The formula used to calculate this minimum 3.50 GPA or above excludes the following grades: W, WP, Y.
c) must complete all course work for the quarter. Students with grades of "I" will not be eligible.

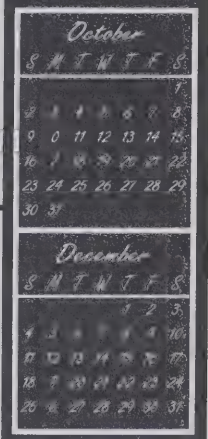
Graduation Requirements

You must have completed all requirements for your curriculum and have a 2.0 GPA. You **must** complete an official Intent to Graduate form at least **six weeks** before your last registration. Forms are available in the Records Office. A $10 graduation fee must be paid at the time the intent form is filed. (Check current catalog for detailed information.)

Notes:

1994 November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Election Day 8 Veterans Day 11 Thanksgiving Day 24 Hanukkah 28		1 **Early Registration for All Currently Enrolled Students**	2	3	4	5
6	7	8	9	10	11	12
13	14	15 **Additional Registration & Drop/Add for Currently Enrolled Students**	16	17 **Tuition Payment Deadline**	18	19
20	21 **Last Day of Classes** 	22	23 **Fall Quarter Grades Mailed to Students**	24 	25 **Thanksgiving Holidays**	26
27	28 **Registration for Winter Quarter**	29	30 **First Day of Classes and Drop/Add** 	Notes:		



Grade Reports and Transcripts

Your grades will be mailed to your permanent address after the last day of the quarter. Grades will NOT be posted on classroom or office doors since this is a violation of your right to privacy. The best procedure is for **you** to keep up with your grades throughout the quarter. A transcript of your work is kept in the Records Office (Allman Center). A fee of $2.00 per transcript is required for an official (to schools, employers, etc.) or an unofficial (for you) copy. FTCC will not issue a transcript if you still owe tuition, fees, or penalties to the school. We also will not issue your transcript to another party unless you have authorized it in writing.

What to Do If You Must Withdraw from a Class or School

There is a right way and a wrong way to withdraw from a class or from FTCC altogether. The wrong way is simply to disappear without officially informing your instructor or the Records Office or Counseling Center. If this happens, your instructor can give you an "F" in that class, so the penalty is very severe. The right way to leave is to tell your instructor as soon as you know you must withdraw or go to the Records Office or Counseling Center and ask for a drop form. If you fill out the form, your official withdrawal date will be the date you filled out the form. If your instructor fills out the form, your official withdrawal date will be the date the instructor records on the form. If you are on financial aid, your official date of withdrawal becomes very important.

If you have to leave school completely--whether temporarily or permanently--you should fill out an official drop form or an end-of-quarter withdrawal form (available from the Counseling Center). If you don't file these two forms and you later want to reenter FTCC or to transfer to another school, you could be delayed.

If you are a veteran or are receiving financial aid, you must notify the Office of Student Financial Services (Allman Center) of your withdrawal.

Readmission to FTCC

If you were in good academic standing (GPA 2.0 or higher) when you withdrew from FTCC, to be readmitted you must update your application by contacting the Admissions Office (Allman Center). If you are changing to a different curriculum, you must meet the same admission requirements as any new student.

If you are a former student reapplying for admission, you may be asked to supply the Admissions Office with a letter requesting reentry, transcripts and/or test scores or to meet special reenrollment conditions.

If you were suspended for disciplinary reasons, you must contact the dean of Student Services (Allman Center) to discuss conditions for readmission.

Registration for Currently Enrolled Students

Around the middle of the quarter, you will see signs on campus about registration for the next quarter. Read them carefully and follow the instructions. If you are a pretech student, make an appointment with your advisor. Special credit students should go to the Counseling Center on the days scheduled for registration. **You are not officially registered, however, until you have paid all fees and tuition.** Payment dates will be posted around campus. If you do not pay your fees and tuition by the last day of registration, your registration will be voided.

Transfer Credit

If you have attended another school or college, you may transfer courses that are comparable in content, objective, quality, and credit hours to those at FTCC by submitting an official transcript to the Admissions Office. If you are transferring from a regionally accredited school or one that is a member of the North Carolina Community College System, you may be granted transfer of credit.

You may NOT transfer credit from a continuing education course to a diploma or associate degree program. Also, in most cases, you cannot transfer credit from a diploma program to an associate degree program.

Transfer to Senior Colleges and Universities

FTCC's college transfer program allows you to complete the first two years of a liberal arts college curriculum and to earn either an associate in arts degree or an associate in science degree. With either of these degrees, you can transfer to many public or private senior institutions with full junior-year standing. A minimum GPA of 2.0 is required for transfer credit. No course with a grade below C will transfer.

The Career Guidance Center (Allman Center) provides information about senior colleges and universities. **Remember, however, that it is your responsibility to contact the Admissions Office of the four-year college/university you want to attend. The decision to accept or to reject transfer credit remains with the school you are transferring to.**

Services for Students

Bookstore

Open

Monday - Friday ..... 8:30 a.m. - 3:00 p.m.

&

Monday, Tuesday, & Thursday ..... 6 - 8 p.m.

Books - Supplies - T-Shirts - Etc.

Located on ground level of Snyder Hall

Hours during registration and summer quarter may vary. Books for continuing education courses are sold at West Campus during specified hours at the start of each quarter.

Notes:

1994 December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Christmas Day 25	Notes:			1 Drop/Add	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Christmas and New Year's Holidays	24
25	26	27	28	29	30	31

✻ ✻ ✻ ✻ ✻ Christmas and New Year's Holidays ✻ ✻ ✻ ✻ ✻

Counseling Center

If you need help with academic, career, financial, social or personal problems, professional counselors are available during day and evening hours. Counselors are also available during the day at the Allied Health Building and Greene Hall on a specified posted schedule. Appointments may be made in the Counseling Center (Allman Center, first floor, ext. 226). Walk-ins are welcome.

Auxiliary Aids for Students with Disabilities

The Special Services/Testing/ADA coordinator will help arrange special services, such as interpreters and notetakers, and provide access to special equipment for qualified students. Contact the Counseling Center, ext. 383.

Career Guidance Center

Career planning assistance is available to FTCC students and members of the community. For imformation, contact hte Counseling Center, ext. 226.

Employment Assistance Center (formerly the Job Placement Office)

The EAC provides job listings and information on local and regional companies to you and to FTCC graduates who register with the office. Help with resume writing and interviewing skills is also provided. The EAC is located on the first floor of the Allman Center, ext. 343. Current job openings are posted on bulletin boards in the following locations:

Allman Center	Hauser Hall
Ardmore Hall	Parkway Building
Carolina Building	Snyder Hall

Individualized Learning Center (ILC)

The ILC offers a variety of services including self-paced courses, tutoring, a skills lab and study sessions for the Assessment and Placement Services (APS) Test. The ILC is located on the second floor of the Allman Center, ext. 346.

Self-paced courses are offered under the direction of an instructor. You will use self-instructional texts and other materials to complete selected curriculum and pretechnical courses. A complete listing of ILC courses may be found in the Catalog.

Tutoring services are available, at no cost, if you are experiencing difficulty in a class.

Computers are available during regular ILC hours for students to type papers using WordPerfect 5.1. Some knowledge of computers is helpful. Students must supply their own diskette. A lab assistant is available to provide help with sentence structure, grammar, and proofreading. Lab assistant hours are: 11 a.m. to 3 p.m. on Monday through Thursday and 10 a.m. to 2 p.m. on Friday.

Math Lab - A lab assistant is available to help students with all levels of math. Hours are: 9 a.m. to 9 p.m. on Monday through Thursday and 9 a.m. to 1 p.m. on Friday.

Science Lab - A lab assistant is available to help students with biology, anatomy/physiology, chemistry, and physics. Hours are: 9 a.m. to 3 p.m. on Monday through Thursday and 9 a.m. to 1 p.m. on Friday.

Skills Lab - You may also be referred to the ILC by an instructor. ILC instructors work individually with you to improve academic skills.

APS Test Preparation - Study sessions are offered on each of the subject areas covered on the test. Tips on how to take the test, practice tests, and explanations of practice test answers are provided.

Parking

Student parking is first come, first served. All lots are marked so you can be sure you're in student spaces. Fines are given if you park illegally. You must have a Forsyth Tech sticker for your car; handicapped students must have a special sticker. If you park illegally in a handicapped space, you can be fined $100 by the City of Winston-Salem.

Pay Phones

Pay phones are located in

- Student Union - Snyder Hall (downstairs)
- Cafeteria - Hauser Hall (downstairs)
- Breezeway - Parkway Building
- First Floor Foyer - Ardmore Hall
- Front Hallway - Carolina Building
- Back Foyer - Allman Center
- First Floor (near elevator) - Greene Hall
- Student Lounge - Allied Health Building
- West Campus - Front Hallway

Health Services

Limited services are provided by the Public Safety Office located in Snyder Hall adjacent to the Student Union. Injuries requiring more than minor first aid will be treated in the emergency room at either Forsyth Memorial or North Carolina Baptist Hospitals.

Child Care

If you are a single parent or a displaced homemaker you may apply for assistance through the Child Care coordinator (Allman Center, first floor, ext. 233).

Emergency Phone Calls

The staff will make every effort to contact you in the event of an emergency phone call. FTCC does not, however, have facilities to forward general messages to you. Forsyth Tech does not give out identifying information about you to telephone callers and/or unidentified persons without your permission.

Participant Service Center

If you are enrolled in an approved curriculum and are eligible for JTPA (Job Training Partnership Act) programs, you should contact the JTPA coordinator on the first floor of the Allman Center, ext. 237.

WINS (Women in Nontraditional Settings)

WINS offers financial assistance and support services to women interested in selected vocational and technical programs. Application may be made with the WINS coordinator located on the first floor of the Allman Center, ext. 233.

Single Parent/Displaced Homemaker Program

The Single Parent/Displaced Homemaker Program at Forsyth Technical Community College provides child care assistance and/or other direct support (tuition, books, transportation, etc.) for full- or part-time students who are single parents, single pregnant women, or displaced homemakers enrolled in technical or vocational curricula. The program is intended to give eligible students the flexibility to plan and complete a training program in order to become economically self-sufficient. To learn more about the program, you may contact the Single Parent/ Displaced Homemaker Office in the Allman Center.

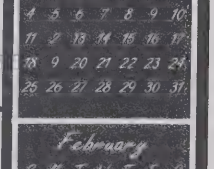
Notes:

January 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Classes Resume	3	4	5	6	7
8	9	10	11 Martin Luther King Celebration (Sponsored by the SGA)	12	13	14
15	16 M. L. King's Birthday (Holiday)	17 Last Day to Drop Without Penalty	18	19	20	21
22	23	24 Spring Quarter Schedules Available on Campus	25 Federal Pell Grant Balance & FSEOG Disbursement	26	27	28
29	30	31				

New Year's Day	1
Martin Luther King, Jr.'s Birthday	15
Martin Luther King, Jr. Day	16

Notes:



Libraries

FTCC operates libraries at these sites.

- Ardmore Hall Library - first floor
  Mon. - Thurs. 8:00 a.m. to 9:00 p.m.
  Fri. 8:00 a.m. to 4:30 p.m.
  Sat. 9:00 a.m. to 12 noon (fall, winter, spring quarters)

- Allied Health Library - AHB, first floor
  Mon. - Fri. 8:00 a.m. to 5:00 p.m.

Additional information on library services can be found in the Library Handbook available at any of the campus libraries.

Food Service

FTCC Cafeteria

Serving
Breakfast - Lunch - Dinner

Hours
6:30 a.m. to 1:30 p.m. ..... Mon. - Thurs
5:00 p.m. to 8:00 p.m. ..... Mon. - Thurs
6:30 a.m. to 1:00 p.m. ..... Fri.
Lower Level, Hauser Hall

Just need a snack? Vending machines are located in the Student Union, Snyder Hall, the breezeway in the Parkway Building, the student lounge at the Allied Health Building, and the canteen at West Campus.

Computer Lab

An open computer lab is available if you are **enrolled in a curriculum microcomputing course**. A tutor is available in the lab to assist you. The computer lab is located in Room 246, Hauser Hall. The lab is open for both day and evening students. Lab hours are posted at the beginning of each quarter.

Writing Center

Selected English courses are taught in the Writing Center. You will write and edit using computer software. The Writing Center is located in Snyder Hall, Room 6133. At present, the center is open only during designated class times.

Snow! (Bad Weather Policy)

You should **not** call the school, but should listen to radio/TV announcements regarding school closings. When there is no announcement, there will be school. We **do not** necessarily close when the Winston-Salem / Forsyth County Schools close!

Tuition and Fees

Tuition and Fees are subject to legislative change.

Tuition Rates (Subject to change without notice)

- In-State Resident ..... $13.25 per credit hour
- Out-of-State Resident .. $107.50 per credit hour

Students enrolled for 12 credit hours are considered full-time. Students will be charged per credit hour up to 14 credit hours.

EXAMPLE:

Hours Taken	In-State Tuition	Out-of-State Tuition
12	$159.00	$1,290.00
13	$172.25	$1,397.50
14 and up	$185.50	$1,505.00

To qualify for in-state tuition, you must satisfy state law. For more information contact the Admissions Office, ext. 253.

Payment

To pay tuition, the Business Office recommends you use cash, certified check, cashier's check, or Mastercard or Visa credit cards. You may use a personal check ONLY if you present a numbered photo ID (usually a driver's license). Third party, out-of-country, out-of-state, and business checks will not be accepted. A service charge of $20 per check will be applied if your check is returned for any reason. You may not register unless you pay tuition and fees or have a written authorization from a sponsoring agency on file in the Business Office.

Fees (Subject to change without notice)

Student Fees

- Activity Fee
  12 or more credit hours $5.00
- Books and Supplies (quarterly) ... $50.00-150.00 (Varies)
- Equipment/Software Fee ..... $5.00-20.00 (selected courses)
- Graduation Fee $10.00
- Liability Insurance ..... $15.00 (Health Students)
- Parking Permit (yearly) ..... $5.00 (per vehicle on campus)
- Other Fees
  No laboratory breakage or property damage fees will be charged to you. However, in case of breakage or damage due to gross negligence or maliciousness, you will be expected to reimburse FTCC.

Tuition Exemption (Senior Citizens)

Senior citizens with proof of age 65 are not charged tuition but are required to pay for books and other fees.

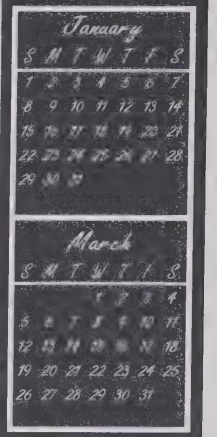
Note:

If you are in a health curriculum which offers clinical work in hospitals, you will have additional costs for textbooks, uniforms, liability insurance, parking fees, and other hospital requirements.

Notes:

February 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lincoln's Birthday 12 Valentine's Day 14 Washington's Birthday 22			1	2	3	4
5	6	7 **Early Registration for All Currently Enrolled Students**	8	9	10	11
12	13	14 SGA Valentines's Day Blood Drive	15 **Additional Registration & Drop/Add for Currently Enrolled Students**	16	17	18
19	20	21 Tuition Payment Deadline	22	23 Last Day of Classes	24	25
26	27 **Registration** for Spring Quarter Winter Quarter Grades Mailed to Students	28	Notes:			



Student Activity Fee

You become a member of FTCC's Student Government Association when you pay the student activity fee. The term "activity fee" may be confusing because the fee is used for more than just providing activities. Below is a list of expenses covered by the student activity fee.

- Graduation expenses are partially covered. It costs over $25.00 per student to hold a graduation ceremony. Currently, you pay a graduation fee of $10.00 for each diploma received.
- **Technically Speaking**, a student newspaper.
- Student activities such as recreation programs, holiday observances, scholarships and Spring Fling.

Policy on Restrictions on Class Admission

No person may attend classes unless the registration procedure has been completed and all tuition and fees have been paid and all debts to the college settled.

Tuition Refunds / Credit

This policy may change following the legislative session, spring 1994.

Tuition and supply fees can be considered for a refund. Student activity fees will be refunded only when classes are cancelled. All requests are reviewed after the 20 percent point of the quarter.

a) A full refund may be made by completing the Request for a Tuition Refund if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the quarter.

b) If a class(es) begins at times other than at the beginning of the quarter the same provisions above apply.

Students are not eligible for consideration of a tuition refund for any reason after the 20 percent point of the quarter.

Students must complete the Request for Tuition Refund or Tuition Credit in the Records Office in the Allman Center, 1st floor. Students must have dropped the class(es) identified on the request in order to receive a refund. Be sure you have also completed drop forms for the class(es) that are being dropped. Notification will be mailed to address provided upon completion of processing.

Guidelines

1. Students passing proficiency examinations for courses they have registered and paid for are not eligible for a Tuition Refund.
2. Refunds of five dollars or less will not be made except for classes cancelled by FTCC.
3. Late requests are not allowed.
4. Tuition is not transferable to other individuals or to other fees.
5. Tuition Refunds for Adult Continuing Education classes are handled at West Campus. Apply in the West Campus offices on Bolton Street.

Student Financial Services

FTCC makes every effort, within the limitations of its available financial aid resources, to assure that no qualified student will be denied the opportunity to attend the college because of a lack of adequate funds to meet expenses. FTCC believes the primary responsibility for providing educational expenses rests with you and your parents. However, if you cannot provide the entire cost and demonstrate need, you may obtain the necessary funds to meet your expenses. Financial aid may consist of a grant, scholarship, employment, loan or any combination of these which is appropriate to your circumstances and which meets your financial need. All financial aid is awarded without regard to race, religion, handicap, national origin, or gender.

FTCC is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA). For more information concerning application procedures, eligibility requirements for any type of financial assistance, etc., contact the Office of Student Financial Services located in the Allman Center. The Financial Aid Handbook containing more detailed information is also available.

Office Hours:

Monday & Thursday
8 a.m. - 7 p.m.

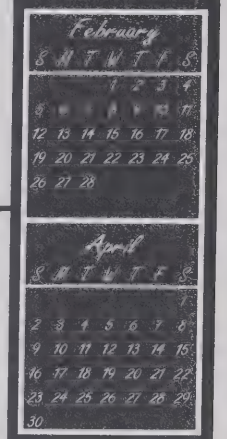
Friday
8 a.m. - 3 p.m.

FTCC - Making Dreams Come True!

Notes:

March 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Ash Wednesday 1 St. Patrick's Day 17			1 First Day of Classes Drop/Add	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day to Submit an Intent to Graduate Form for May Graduation	30	31	Notes:



Student Activities

Forsyth Tech offers numerous student activities for you to participate in.

Student Government Association (SGA)

The Student Government Association promotes interest in student affairs both on and off campus. When you pay your activity fee, you automatically become an SGA member. Each instructional division chooses four representatives to serve on the Executive Council; officers are chosen from the council. The SGA president is a non-voting member of the FTCC Board of Trustees. Students also serve on several institutional committees. Drop by the SGA office in the Carolina Building Annex if you have any questions, or call ext. 326.

Forsyth Tech Ambassadors

Students are selected each year to represent the college at a variety of on-and off-campus functions. FTCC pays tuition for each ambassador. For more information, contact the Student Activities facilitator, Carolina Annex, ext. 326.

Student Clubs/Organizations

If you're interested in joining a club or organization, the following are available. See the Student Activities facilitator for more information.

- Architectural Technology Club
- Data Processing Management Association (DPMA)
- Epsilon Delta Gamma (for students in Law Enforcement)
- Phi Theta Kappa Honor Society
- Society of Respiratory Care Students (SRCS)
- Student Chapter of the Society of Manufacturing Engineers (SME)
- Student Practical Nurse Organization (SPNO)
- Student Radiologic Sciences Society

Student Recreation

Student recreation programs are offered through the Student Activities Office. Sports offered are determined by your interest and the availability of faculty coaches.

FTCC typically offers men's basketball, coed volleyball, men's and women's softball, and golf. Teams compete against other community colleges and in the Winston-Salem city leagues.

Student Activities provides a number of recreational activities that are available for all students at FTCC. A walking club, chess club, table tennis and pool tournaments are available each quarter. Weight lifting and karate clubs are offered when student interest is sufficient. The Student Activities Office is open to ideas and suggestions for recreation activities for students.

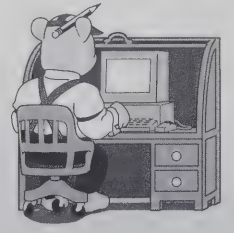
The gymnasium on the FTCC West Campus is not available for use on a regular basis. Arrangements for use of the gym must be made through the Student Activities Office, and all activities must be supervised by FTCC personnel.

Student Publications

You are invited and encouraged to help produce FTCC student publications, which include:

- ***Technically Speaking*** - The student newsletter is managed and written by a student staff. It provides registration information, a calendar of events, and brief articles about students and staff.

- ***FTCC TechTalk*** - A compilation of writing, original art, and photography from students, faculty, and staff. It is printed annually at the end of spring quarter. Anyone affiliated with FTCC is encouraged to submit material for consideration.



Student Code of Conduct and Responsibilities

Code of Conduct

The act of enrollment at Forsyth Technical Community College includes an acceptance by the student of the rules of FTCC. By enrolling, the student accepts the obligation to assist in making FTCC an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and FTCC assumes and requires that men and women who enroll in the various programs will maintain standards of conduct appropriate to the status of students at FTCC.

FTCC has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of FTCC, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

FTCC recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, FTCC recognizes, declares, and vests certain rights in each student enrolled at FTCC.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, FTCC shall adhere to all of the statutes of the United States and State of North Carolina. FTCC has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

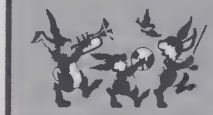
C. Student Records

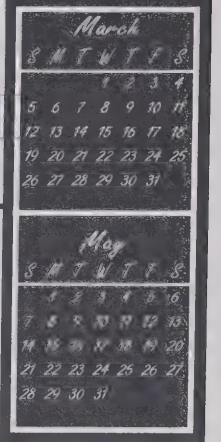
The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to students' records, and this Act will be adhered to by FTCC.

1. Students may review their educational records by making a request in writing to the director of Records and Recruitment.

Notes:

April 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning of Daylight Saving Time 2 Palm Sunday 9 Good Friday 14 Passover 15 Easter Sunday 16 Secretaries Day 26		Notes:				1
2	3	4	5	6	7 Last Day to Drop Without Penalty	8
9	10	11	12	13	14 Easter Holiday 	15
16	17	18 Summer Quarter Schedules on Campus Federal Pell Grant Balance & FSEOG Disbursement	19	20	21	22
23/30	24	25	26 SGA Spring Blood Drive	27	28	29



2. Ordinarily, student records will not be available for review by third parties unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The dean of Student Services, in his or her discretion, shall make the final decision concerning access to records by any persons other than the student.
3. Official transcripts will be issued only upon written request by a student or upon written authorization by a student to be released to a designated entity. **(See Family Educatinal Rights and Privacy Act of 1974 on page 25 for additional information.)**

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association before organization on the campus in order to ensure FTCC's policies and procedures are adhered to and followed.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this Code of Conduct. For purposes of FTCC rules and regulations, FTCC grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by FTCC or any division.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on FTCC grounds.

Rule 2. Damage to or Destruction of FTCC Property

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, substantial damage to be done to FTCC property, or shall not steal, or attempt to steal, FTCC property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on FTCC grounds or while attending an FTCC activity, function, or event held off FTCC grounds.

Rule 4. Assault on or Verbal Abuse of FTCC Employee

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, harassment, or communicate a threat to an FTCC agent, servant, or employee at any time while such student is enrolled at FTCC.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or FTCC guest, visitor, or invitee at any time while such student is enrolled at FTCC, or while such student is on FTCC grounds or is attending an FTCC activity, function, or event held off FTCC grounds.

Rule 6. Weapons and Dangerous Instrumentalities - NC General Statute 14-269.2

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age, to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on FTCC grounds or during the time when a student is participating in any FTCC activity, function, or event off FTCC grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, FTCC administrators, or authorized personnel during any time when the student is under the authority of FTCC personnel. A student on campus shall promptly identify himself to an FTCC official or campus security officer at all times upon reasonable request. A student shall appear before FTCC officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

Rule 9. Cheating, Forgery, and Related Offenses

It shall be a violation of FTCC Code of Conduct for a student to commit any one of the following acts:

1. academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor, and any form of plagiarism as such term is commonly defined;
2. furnishing of false information to any FTCC personnel; and
3. forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on FTCC campus or while attending an FTCC activity, function, or event off FTCC grounds.

Rule 11. Student Attire Code

Although FTCC students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending an FTCC activity, function, or event off FTCC grounds. Special technical or vocational programs, such as the health programs, may require special attire codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas. Attire which would create a safety hazard will not be allowed.

Notes:

May 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mother's Day 14 Armed Forces Day 20	1	2	3 Early Registration for All Currently Enrolled Students	4	5	6
7	8	9	10 Additional Registration & Drop/Add for Currently Enrolled Students	11	12 SGA Spring Fling	13
14	15 Tuition Payment Deadline	16	17 Last Day of Classes	18	19 Spring Quarter Grades Mailed to Students	20
21	22 Graduation	23 Registration for Summer Quarter	24	25	26	27
28	29 Memorial Day Holiday	30 First Day of Classes Drop/Add	31	Notes:		

Rule 12. **Involuntary Psychological or Psychiatric Withdrawal**
It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental, or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the President of FTCC, or his designee, that such examination is in the best interest of the student, or FTCC, or both.

Rule 13. **Children are not allowed in classrooms or shop areas** during class sessions, **nor may they be left unattended** in the library, canteen areas, or on campus grounds.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college--faculty, staff, and students--may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcomed verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

A. submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, and academic or student status; or

B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual; or

C. such conduct has the purpose or effect of interfering with an individual's performance; or creating an intimidating, hostile, or offensive environment in the work place or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the Dean of Student Services for students; or the Administrative Assistant of Personnel/Evening Programs for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Reasonable Person Standard

If there is a question as to whether a certain action or statement constitutes sexual harassment, the college will apply to the facts of the case the standard of behavior of a reasonable person in a similar circumstance. As to actions over which reasonable people might differ, if a request to stop is made known, there is an expectation that the offensive behavior should cease or be modified (1991 OCR Policy Memorandum).

Violation of the Code of Conduct

The following are the degrees of disciplinary action which may be taken as a result of violation of the Student Code of Conduct:

A. Warning - a written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action

B. Disciplinary Probation- a written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice

C. Restitution - reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages

D. Suspension - exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension

E. Dismissal on Expulsion - termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of Student Services for consideration for readmission

F. Other - other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on an FTCC campus or student conduct during an FTCC activity, function, or event held off FTCC grounds that violates Federal and/or State and FTCC regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil authorities and FTCC; or
3. The student may be subjected to sanctions imposed by FTCC notwithstanding the fact the civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Student Services of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for reentry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from FTCC, the instructor will send a written report (approved by the division dean) to the executive vice president for Instructional Services and the dean of Student Services. The dean of Student Services will make the decision on dismissal when applicable and dismiss the student. The student will receive verbal and written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

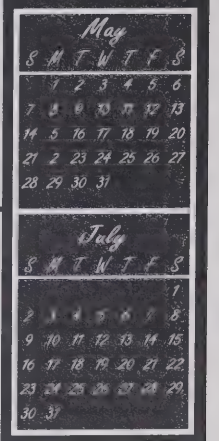
B. Noninstructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at FTCC. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of Student Services, who will

Notes:

1995 June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Flag Day Father's Day	14 18	Notes:		1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Last Day to Submit an Intent to Graduate Form for August Graduation	21	22	23	24
25	26	27	28	29 Federal Pell Grant Balance & FSEOG Disbursement	30	Notes:



promptly investigate the complaint and make a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the dean of Student Services, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

Student Appeals Committee

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the dean of Student Services for noninstructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices, including ADA;
6. sexual harassment.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the dean of Student Services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of FTCC. The committee reserves the right to suggest to the President that a current policy be examined for continued value to FTCC.
3. The committee will submit its recommendation to the president who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the committee's recommendation will be sent to the dean of Student Services, who will notify the parties involved of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the dean of Student Services' office.
5. Records of the proceedings of the Student Appeals Committee are available upon written request to the dean of Student Services.
6. The student must obtain special permission from the executive vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Policy on Compliance with the American Disabilities Act

Congress has enacted the Americans with Disabilities Act. The Board of Trustees of Forsyth Technical Community College intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The Board of Trustees is committed to compliance with the Americans with Disabilities Act as a priority of the institution. The Board of Trustees hereby directs the administration to prepare, publish, and distribute this policy to comply with the letter and spirit of the Americans with Disabilities Act and to take prompt action to implement the requirements of the Americans with Disabilities Act. The college will take the following steps:

1. Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act (i.e. Paula Compton, Special Services/Testing/ADA coordinator);
2. Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment;
3. Appointment of a Task Force to assist the ADA coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance, to include the following individuals: executive vice president for Administrative Services, executive vice president for Instructional Services, dean of Student Services, administrative assistant, Personnel/Evening Programs, director of Auxiliary & Physical Plant Services, chief financial officer, director of Public Safety, Special Services/Testing coordinator;
4. Preparation of an institutional budget for the activities of the ADA coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services;
5. Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these pose an undue burden or would result in a fundamental alteration of programs of the institution;
6. Implement procedures for raising awareness of the requirements of the ADA at all levels of the institution, including senior administrators, faculty, supervisors, and staff.

Further, the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

The administration shall report to the Board of Trustees no less frequently than every three months during 1993 on the progress being made towards compliance with the Americans with Disabilities Act.

Infectious Disease Policy

FTCC is committed to ensuring, as far as possible, that each employee and student enjoys safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by FTCC to protect those students and employees who may be exposed to infectious diseases and bloodborne pathogens. Bloodborne pathogens include, but are not limited to, the Human Immunodeficiency Virus (HIV), which is the causative agent for Acquired Immune Deficiency Sydrome (AIDS), and Hepatitis B Virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. Accordingly, employees should report this information to the administrative assistant, Personnel and Evening Programs, and students should report to the dean of Student Services. All information will be kept confidential except to those persons determined by the administrative assistant and the dean of Student Services as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of FTCC that its faculty, administration, and staff will conduct a continuing information program for all areas of FTCC personnel regarding communicable diseases and disabling illnesses.

Notes:

July 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Independence Day	4	Notes:				1
2	3 Last Day to Drop without Penalty	4 Independence Day Holiday	5	6	7	8
9	10	11 Fall Quarter Schedules on Campus	12	13	14	15
16	17	18	19	20	21	22
23 / 30	24 / 31	25 Early Registration for All Currently Enrolled Students	26	27	28	29

Drug-Free Student Policy

Drug use and abuse by students have become an immediate concern in our society. These problems are extremely complex ones with no easy solutions.

The users of drugs may impair the well being of all students, and the educational environment, and may result in damage to FTCC property.

Therefore, it is the policy of FTCC that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while on FTCC grounds.

(See Student Code of Conduct - Rule 7: Narcotics, Alcoholic Beverages, and Controlled Substances.)

1. FTCC does not differentiate between drug users and drug pushers, or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on FTCC premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. The counseling staff will conduct quarterly mandatory drug awareness and education workshops for students. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding alcohol and other drug use as well as the health risks of drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. Student Services will assess the institutional environment annually by reviewing data from Public Safety, the Counseling Center, instructors, and other community resources to guide program development for students.

Crime Awareness and Campus Security Act

Staff, faculty, and students of FTCC are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, which is located in the basement of Snyder Hall. A special emergency number has been established where staff, faculty, and students may dial extension 325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. The special 325 number is publicized by placing stickers on each campus telephone. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance.

Upon receipt of a complaint, a public safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the dean of Student Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action taken by the director of Public Safety. Further review and action may be taken through the chain of command, including the President and Board of Trustees.

A Public Safety officer is on duty at all times regular classes are in session.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the director of Records and Recruitment.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The dean of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. FTCC does not publish or distribute directory information or any personally- identifiable information.
5. FTCC publishes the names of graduates in the graduation program and in local news media. Names of students attaining quarterly academic honors are also published. Students who do not wish their names published must notify the Records Office in writing of their desire not to have their names published for graduation or academic honors.
6. Authorities with court orders are permitted to review records in the presence of Student Services administrative staff.

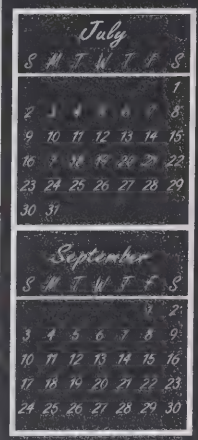
Parking or Traffic Appeal Procedure

1. A request for an appeal of a parking or traffic fine must be submitted in writing to the administrative assistant, Personnel and Evening Programs, within seven (7) days of the date of violation.
2. The Traffic Appeals Committee shall consist of three members of the faculty and at least one member of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the administrative assistant as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in the favor of the student, any fine imposed or paid shall be rescinded or remitted.
3. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. Students shall have the right to present testimony and witnesses in their behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
4. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the administrative assistant. Persons who have an appeal scheduled and fail to appear, after having been duly notified of the time and place of the appeal, will have their appeal denied. There will be no continuance of the appeal unless approved by the administrative assistant.
5. All decisions of the Traffic Appeals Committee shall be final.

Notes:

August 1995

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes:		1	2	3	4	5
6	7 Tuition Payment Deadline	8 Last Day of Classes	9	10 Summer Quarter Grades Mailed to Students	11 Graduation	12
13	14	15	16	17	18	19
20	21	22 Additional Registration & Drop/Add for Currently Enrolled Students	23	24	25	26
27	28	29 Registration for Fall Quarter	30	31	Notes:	



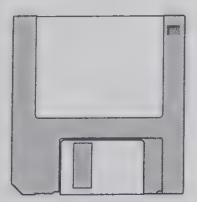
Use of Facilities

The buildings and their contents exist solely for the education of FTCC's adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Computer Software Copyright Policy



Forsyth Technical Community College purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment.

Forsyth Technical Community College does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

Constitution

Forsyth Technical Community College
Student Government Association
Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the college, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the President of Forsyth Technical Community College.

Article I: Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Executive Council, hereafter referred to as the EC.

Article II: Objectives

Section 1. To encourage an interest in our campus, college activities, and student body concerns.

Section 2. To promote a mutual respect between the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the EC expenses that are compatible with the general welfare of the student body and with the purpose of the college, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the Student Activities facilitator, hereafter referred to as the SAF, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the SAF.

Article III : Composition

The Executive Council shall be composed of four representatives from each instructional division and the Ambassador-SGA Liaison. Subsequently, the candidate shall be interviewed by the EC Interview Committee, SAF and appropriate division dean for approval.

Section 1. Representatives shall be enrolled in and actively attending at least six credit hours each quarter and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president, secretary, treasurer, public information officer, and parlimentarian shall be elected from the representatives to the EC.

Section 4. The representatives' term of office shall be for a period of one academic year, that being from fall through summer quarter.

Section 5. The SAF shall be the senior advisor to the SGA.

Article IV: Meetings

Section 1. The EC will meet with the SAF on a bimonthly basis.

Section 2. By majority vote, the EC may elect to become inactive during summer quarter.

Section 3. Bimonthly meetings are open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGA, the SAF, or the president of the college may call a special SGA meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. There shall be no voting by proxy except when approved at the previous meeting.

Section 8. Motions passed by the EC shall be subject to review and remand by the SAF.

Article V: Duties

Section 1. The President shall:

A. Call and preside at all EC meetings.
B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in his place.
C. Appoint special committees or positions as he or the EC deems necessary, except vacancies on the EC.
D. Have the power to act in the absence of the EC representatives when in the interest of the student body.

E. Represent the SGA in all relations with school officials and with other institutions.
F. Submit to the EC such recommendations as he deems necessary either in writing or in person.

Section 2. The Vice President shall:
A. Be an assistant to the president and assume the duties of the president in his absence.
B. Assume the duties of the president should the president resign his position.
C. Oversee all committees of the EC and serve as an ex officio member of these committees unless appointed as an official committee member.
D. Inform representatives not present at meetings of all decisions and discussions that occurred.
E. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:
A. Maintain and distribute the minutes of all meetings of the EC.
B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAF.
C. Coordinate all incoming and outgoing correspondence.
D. Be responsible for reminding all representatives of meetings.
E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:
A. Maintain the financial reports of the SGA.
B. Assist the SAF in maintaining the inventory of all equipment and materials owned by the SGA.
C. Submit a financial report at all regular meetings of the EC.
D. Serve as chairperson of the budget committee.
E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:
A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
B. Serve as liaison to the TECHNICALLY SPEAKING staff.
C. Serve as chairperson on the Poster and Publicity Committee.
D. Assist in all other areas as requested by the president.

Section 6. The Parliamentarian shall:
A. Guide the EC in matters of parliamentary procedure.
B. Shall advise the president in matters regarding the SGA constitution.
C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
D. Shall review all student organization constitutions and present them to the EC for approval and maintain a file of all student organization constitutions.
E. Shall chair the EC Interview Committee.

Section 7. All representatives, including those holding office, shall:
A. Not miss more than two regular meetings and one called meeting of the SGA per quarter.
B. Participate in at least 75% of all SGA projects and activities.
C. Serve on at least one committee, and miss no more than two regular committee meetings per quarter.
D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
E. Executive Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article IX, Section 4.)

Articles VI : Committees

Section 1. Standing committees shall include:
A. budget,
B. poster/publicity,
C. interview,
D. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:
A. All committees not meeting on at least a quarterly basis.

Section 3. Members of committees shall:
A. Serve as chairperson of no more than one standing committee at a time.
B. Serve on no more than three standing committees at a time. (The SGA vice president shall serve as an ex officio member of all committees.)

Article VII: Vacancies

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the EC.

Section 3. The EC shall fill vacancies as expediently as possible in accordance with Article III, except in the event of a continuous vacancy. A continuous vacancy shall be filled through the following procedure:
A. The President of the SGA may declare the vacancy continuous after 30 days.
B. Upon approval of a simple majority of the EC, a continuous vacancy may be declared open for at-large representation.
C. No more than two vacancies in any one curriculum may be declared for at-large representation.
D. All positions declared for at-large representation shall remain so for the duration of the representative's tenure.
E. Upon relinquishment of office by the at-large member, the vacancy shall revert to its original curriculum.

Article VIII: Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGA/EC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAF.

Section 2. The grievance will then be reviewed by the officer and the SAF and may be brought before the EC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the President of Forsyth Technical Community College.

Article IX: Impeachment

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 6, items A, B and C.
B. Does not perform the duties as assigned in the Constitution.
C. Exhibits conduct unbecoming an EC member.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAF and the highest uninvolved officer or representative.

Section 3. The SAF and the highest uninvolved officer or representative, plus the EC representative of longest tenure, will constitute the Review Committee.

Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the EC.

Section 5. The Review Committee must call a special meeting of the EC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:

A. Reason for dismissal will be read.
B. The highest uninvolved officer will substantiate the reason for dismissal.
C. The representative will explain the reason for his or her actions and may present any witnesses he or she deems necessary.
D. A vote will be taken and the majority will rule.

Article X: Amendments

Amendments to this Constitution shall be proposed by a representative of the EC or the SAF at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the President of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

Article XI: By-laws

The EC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the SGA by-laws shall be valid when members have been notified of proposed changes seven days in advance and approved by a simple majority at a duly announced meeting of the EC and approved by the SAF.

Continuing Education Calendar 1994 - 1995

West Campus

FALL QUARTER 1994

Monday, August 22 ..... Preregistration begins
Monday, September 5 ..... Labor Day holiday
Tuesday, September 6 ..... First day of classes
Tuesday, November 15 -
Monday, November 21 ..... Classes end (last class day depends on which day(s) class meets)

WINTER QUARTER 1994 - 1995

Monday, November 14 ..... Preregistration begins
Thursday, November 24 -
Friday, November 25 ..... Thanksgiving holiday
Monday, November 28 ..... First day of classes
Friday, December 23 ..... Christmas / New Year's holiday begins 8 a.m.
Monday, January 2 ..... Classes resume 8 a.m.
Monday, January 16 ..... Martin Luther King holiday
Tuesday, February 14-
Saturday, February 25 ..... Classes end (last class day depends on which day(s) class meets)

SPRING QUARTER 1995

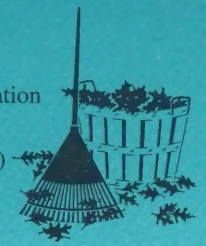
Monday, February 20 ..... Preregistration begins
Monday, March 6 ..... First day of classes
Friday, April 14 ..... Easter holiday
Monday, May 15 -
Saturday, May 27 ..... Classes end (last class day depends on which day(s) class meets)

SUMMER QUARTER 1995

Monday, May 22 ..... Preregistration begins
Monday, May 29 ..... Memorial Day holiday
Monday, June 5 ..... First day of classes
Tuesday, July 4 ..... Independence Day holiday
Monday, August 14 -
Tuesday, August 22 ..... Classes end (last class day depends on which day(s) class meets)

Academic Calendar for 1994 - 1995

FALL QUARTER 1994



Monday, August 29 ..... Faculty/staff orientation
Tuesday, August 30 & Wednesday, August 31 ..... Registration
Monday, September 5 ..... Labor Day (holiday)
Tuesday, September 6 ..... First day of classes
Tuesday, September 6 & Wednesday, September 7 .... Drop/Add
Thursday, October 13 ..... Last day to drop without penalty
Tuesday, November 1 - Wednesday, November 2 ..... Early registration for all currently enrolled students
Tuesday, November 15 & Wednesday, November 16 ... Walk-in registration, additional registration, and drop/add for currently enrolled students
Monday, November 21 ..... Last day of classes
Wednesday, November 23 ..... Fall quarter grades mailed to students
Thursday, November 24 & Friday, November 25 ..... Thanksgiving holidays

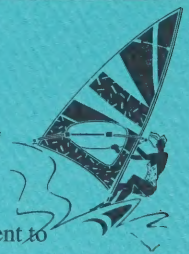
WINTER QUARTER 1994 - 1995

Monday, November 28 ..... Registration
Wednesday, November 30 ..... First day of classes
Wednesday, November 30 & Thursday, December 1 ..... Drop/add
Friday, December 23 - Friday, December 30 ..... Christmas and New Year's holidays
Monday, January 2 ..... Classes resume
Monday, January 16 ..... M. L. King's Birthday (holiday)
Tuesday, January 17 ..... Last day to drop without penalty
Tuesday, February 7 - Wednesday, February 8 ..... Early registration for all currently enrolled students
Wednesday, February 15 & Thursday, February 16 .... Walk-in registration, additional registration, and drop/add for currently enrolled students
Thursday, February 23 ..... Last day of classes
Monday, February 27 ..... Winter quarter grades mailed to students

SPRING QUARTER 1995

Monday, February 27 ..... Registration
Wednesday, March 1 ..... First day of classes
Wednesday, March 1 & Thursday, March 2 ..... Drop/add
Wednesday, March 29 ..... Last day to submit an Intent to Graduate for May graduation
Friday, April 7 ..... Last day to drop without penalty
Friday, April 14 ..... Easter holiday
Tuesday, May 2 - Wednesday, May 3 ..... Early registration for all currently enrolled students
Wednesday, May 10 & Thursday, May 11 ..... Walk-in registration, additional registration, and drop/add for currently enrolled students
Wednesday, May 17 ..... Last day of classes
Friday, May 19 ..... Spring quarter grades mailed to students
Monday, May 22 ..... Graduation

SUMMER QUARTER 1995



Tuesday, May 23 ..... Registration
Monday, May 29 ..... Memorial Day holiday
Tuesday, May 30 ..... First day of classes
Tuesday, May 30 & Wednesday, May 31 ..... Drop/add
Tuesday, June 20 ..... Last day to submit Intent to Graduate for August graduation
Monday, July 3 ..... Last day to drop without penalty
Tuesday, July 4 ..... Independence Day holiday
Tuesday, July 25 - Wednesday, July 26 ..... Early registration for all currently enrolled students
Tuesday, August 8 ..... Last day of classes
Thursday, August 10 ..... Summer quarter grades mailed to students
Friday, August 11 ..... Graduation
Tuesday, August 22 - Thursday, August 24 ..... Walk-in registration, additional registration, and drop/add for currently enrolled students

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